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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

DATE: SEP 25 1950

FROM : Assistant Director for Operations

SUBJECT: Transfer of Table of Organization Position from Contacts Division to

FOIAB3B1

1. When the present T/O of the [] 25X1A6A
[] Contacts Division was established and approved in 1948 it
was believed that [] positions, including one Intelligence Officer,
GS-5, were required for efficient operation. However, gradual
filling of the T/O of this [] to a present strength of 25X1
[] employees together with improved operational and administrative
procedures which have evolved make it possible to dispense with
this position in the T/O. FOIAB3B1

2. Gradual expansion in [] Departmental and field activities
during the past two and one-half years to include construction and
activation of four new field stations, activation of the completely
new [] and additions to both departmental 25X1A6A
and field staffs have increased the duties of the [] FOIAB3B1
Administrative Staff to a degree beyond its capacity for efficient
operation. An adjustment of the T/Os of the Divisions within the
Office of Operations so as to provide for the addition of one GS-11
Administrative Officer and one GS-5 Clerk to the [] FOIAB3B1
Administrative Staff without any overall T/O increase for OO is
considered in order. Conditions outlined above permit transfer of
one GS-5 position from Contacts Division to [] at this time. FOIAB3B1
Further consideration is necessary to determine what specific change
is in order to make the additional GS-11 position available to [] FOIAB3B1

3. It is therefore requested that the Contacts Division and
T/O's be amended as follows:

a. Contacts Division, []
Delete one Intelligence Officer, GS-5

FOIAB3B1 b. [] Administrative Staff:
Add one Clerk, GS-5

FOIAB3B

25X1X8

GEORGE G. CAREY

* 25X1X8

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